

10/25/62

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Each ARO

DDP (15 copies to [])

7D-32, Hq.

Records Center, 20 copies

RAO Personnel (604 1016 16th St.) 10/31/62)

File

C-I-A INTERNAL USE ONLY

STATINTL
STATINTL

October 1962

Costs to Store One Cu. Ft. of Records (2,000 pieces of paper) for One Year.

AGENCY OFFICE COSTS

Equipment

The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259.
Amortized over 20 years, this equipment would cost \$12.95 per year
or \$1.62 for one cubic foot capacity - - - - - \$ 1.62

Space

One cubic foot of records requires one square foot of floor space 2.30

Personnel

One employee can service 96 cu. ft. of records (Remington Rand,
"How to Measure Your Filing Costs and Efficiency"). Salary to
service one cu. ft. one year by a GS-4 @ \$4,355 a year would be 45.36

Total cost of storing 1 cubic foot, (one half file drawer) of
records per year in office space - - - - - \$ 49.28

AGENCY RECORDS CENTER COSTS

Space and Shelving

Construction cost of Center including equipment - - - - - \$686,889.00
Total cost per year based on 20 years amortization - - - - - 34,344.00

Cost per cu. ft. per year based on 100,000 cu. ft. capacity - - - .34

Records Center Box - - - - - .30

Personnel (Fiscal Year - 1962)

\$103,650. in .01 funds to handle 84,841 cu. ft. of records (78,046
cu. ft. on hand at end of year, 6,795 cu. ft. destroyed during
year) - - - - - 1.22

Total cost of storing 1 cu. ft. of records per year in Records
Center - - - - - 1.66

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